

ATTACHMENT A



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THE FOOD AND NUTRITION SERVICE FISCAL YEAR (FY) 2011 REQUEST FOR METHOD I ADMINISTRATIVE REVIEW AND TRAINING (ART) GRANTS – ADMINISTRATIVE REVIEWS

*States are required to use this solicitation to apply for the Method I
Administrative Reviews and Training Grants*

APPLICATION DUE DATE: FEBRUARY 18, 2011

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ATTACHMENTS:

**Attachment A – Request for Administrative Review and Training Grants – Method I,
Administrative Reviews**

**Attachment B – Additional Administrative Reviews Application Template for Method I
Form SF-424, Application for Federal Assistance with Instructions**

Form SF-424A, Budget Summary

**Form SF-424B, Assurances - Non Construction Programs with Instructions
Certification/Disclosure Requirements Related to Lobbying with Instructions**

**NATIONAL SCHOOL LUNCH PROGRAM (NSLP)
FY 2011 ADMINISTRATIVE REVIEW AND TRAINING GRANTS REQUEST
ADMINISTRATIVE REVIEW GRANT AWARDS**

INTRODUCTION

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) amended Section 22 of the Richard B. Russell National School Lunch Act (NSLA), to establish a requirement that State agencies (SAs) conduct additional administrative reviews of selected School Food Authorities (SFAs). It also amended Section 7 of the Child Nutrition Act to provide funding for States to be used for administrative reviews and training of SFAs. Both of these requirements are focused on SFAs which have demonstrated a high level of or a high risk for administrative error.

To assist SAs in achieving these requirements, the Department of Agriculture (USDA) Food and Nutrition Service (FNS) will fund FY 2011 Administrative Review and Training (ART) Grants. The Method I ART Grant funds will be available only to the 57 SAs that administer the Child Nutrition Programs for the purpose of conducting additional administrative reviews of SFAs that have demonstrated a high level of or a high risk for administrative error. FNS will make the funds available on a competitive but streamlined basis.

The following information pertains to the FY 2011 Method I ART Grant award process:

Method I, Administrative Reviews: Funding specifically to conduct additional administrative reviews required under Section 22 of the NSLA.

This Request for Application (RFA) is for Method I ART Grants only. Applications for these grants must be received no later than **February 18, 2011**. The application includes the attached template (Attachment B) as well as the attached SF-424, Application for Federal Assistance, and SF-424(B), Assurances.

This method seeks applications for funding to conduct additional administrative reviews of SFAs that have had or are likely to experience administrative errors. The requirement for additional administrative reviews of such SFAs is described in the program memorandum coded SP 07-2011 (Revised) which can be found on the Agency's PartnerWeb. An additional administrative review in the National School Lunch Program (NSLP) includes a review of applications, certification, verification and/or meal counting, and meal claiming procedures. These areas are covered by the Coordinated Review Effort (CRE) Performance Standard (PS1) and the verification component of the general areas of review. The CRE procedures for these areas, as specified in 7 CFR 210.18, should be used to conduct the additional review(s) unless alternate procedures are approved by FNS. If an additional administrative review results in significant findings, the SA must conduct a follow-up review to confirm that all required corrective actions have been taken.

The actual number of awards will depend on the availability of funds.

DATES

Applications must be received **on or before 5:00 p.m., Eastern Standard Time, February 18, 2011**. Applications received after this date and time will not be considered for funding.

BACKGROUND

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) amended Section 22 of the Richard B. Russell National School Lunch Act, and Section 7 of the Child Nutrition Act of 1966 to establish a requirement that SAs conduct additional administrative reviews of selected SFAs and training of selected SFAs.

To support SAs in meeting these statutory requirements, FNS makes available ART Grants to reduce administrative errors and to conduct additional administrative reviews. Method I awards are specifically for the purpose of conducting additional administrative reviews. In the future, Method II award applications - which are provided to SAs for special ART projects proposed via a concept paper - will be requested. Please note that this RFA is solely for grants to be awarded and administered under Method I.

PURPOSE

The purpose of these grants is to encourage and support SAs in their efforts to decrease administrative errors and to conduct additional administrative reviews of those SFAs that may have a high level of or a high risk for administrative error. SAs interested in obtaining funding under Method I should review this RFA (Attachment A) and complete the attached template (Attachment B) which contains a series of questions. The attached SF-424, Application for Federal Assistance, and SF-424(B), Assurances must also be completed.

Funding may be requested up to \$3,500 per SFA for administrative review. All allocated costs, including indirect costs, must be actual and documented. All applicants must apply for this funding directly through the following website: www.grants.gov - no later than 5 p.m. on **February 18, 2011**.

AUTHORITY

Public Law 108-265 authorizes funding for ART Grants. To be eligible, SAs must identify SFAs or schools that are experiencing or are likely to experience administrative errors.

I. Who May Apply?

Eligible applicants include all SAs that administer the NSLP. In this instance, the term SA means (a) the State educational agency and, (b) any other agency of the State which has been designated by the Governor or other appropriate executive or legislative authority of the State and approved by the USDA to administer the Program in schools. In instances where there are two agencies within a State, such as in the case where the public and private agencies are different, separate applications are acceptable. However, in all instances, in order to be considered, an application should be submitted by the SA(s) in response to this solicitation.

II. Available Grant Funds and Deadlines

Available funds will be awarded to SAs in the form of grants; however, the submission of a request for funds does not guarantee funding.

Funding may be requested up to \$3,500 per review. Due to variations in SA size, SAs may be allowed to request more than \$3,500 per SFA review. If a SA requests more than \$3,500 per review, appropriate justification must be provided to enable FNS to determine whether or not the increase is justifiable. All allocated costs, including indirect costs, must be actual and documented. SAs may request funding for reviews to be completed by September 30, 2012. The funds may cover activity for the remainder of the school year 2010-2011 and activity for school year 2011-2012.

All grant funds must be obligated and all program activities under the grant (other than activities relating to the close out of the grant) must be completed by September 30, 2012. The close out of the grant must occur 90 days later, by December 31, 2012, and all obligations incurred under the grant must be liquidated by this date. Any funds that are not liquidated by December 31, 2012 must be returned to FNS. The final reports are due to FNS no later than December 31, 2012. Please see Section VI below for additional reporting requirements.

III. What to include in the Application

Applications must include a completed template (Attachment B), a SF-424, Application for Federal Assistance including a Data Universal Number (DUNS) (a DUNS number can be obtained from the Dun and Bradstreet Group), a Catalog of Federal Domestic Assistance Number (CFDA number 10.579), an application cover page identifying the title of the grant award being sought, a Standard Form 424(A) and all required assurances. If indirect costs will be claimed, a current approved indirect cost rate agreement must also be submitted. Note: The Standard Form 424(A) budget summary needs to provide the total amount of grant funds requested and does not need to specify projected costs by line item.

IV. How to Submit an Application for Funding

1. RFA Package: Applicants may receive the RFA package by downloading the application from the FNS website <http://www.fns.usda.gov/cnd/grants.htm> and by downloading the application from the www.grants.gov website or by contacting FNS and requesting a hard copy to be sent by mail. All applications must be submitted via www.grants.gov. Applications received via, mail, hand delivery, facsimile or e-mail will not be accepted or considered for funding.

2. Electronic Submission through Grants.gov: Applicants must access and apply electronically through www.grants.gov. To submit the application electronically via the www.grants.gov website, there are a number of steps in the registration process that will be required before the application may be submitted. It is very important that users of the [grants.gov](http://www.grants.gov) system familiarize themselves with the requirements for system use. Please be aware that in order to use the [grants.gov](http://www.grants.gov) system, users will need to register online and obtain both a DUNS and a Contract Registry Number. Applications submitted through www.grants.gov will receive a confirmation notice that the application has been accepted by the system. Applicants must then send an email to notify the FNS Grant Officer that the proposal has been submitted through the www.grants.gov portal and that you have received a confirmation notice from www.grants.gov that the application has been accepted by the system.

The application must be successfully submitted to www.grants.gov and the FNS Grant Officer must receive notification of electronic submission no later than 5:00 p.m. Eastern Standard Time on **February 18, 2011**. **When using the [grants.gov](http://www.grants.gov) portal to apply, we strongly recommend that you submit the online application at least two weeks before the application deadline in case there are problems with the website.**

All questions regarding the application and electronic submission notification should be referred to the FNS Grant Officer, Carla Garcia via email at carla.garcia@fns.usda.gov or by telephone at (703) 305-2760.

V. Evaluation Information

All applications that meet the deadline for submission will be screened for completeness and conformity to the requirements of this solicitation. FNS anticipates funding all complete and responsive applications.

Applications that do not meet this initial screen **will not be evaluated further**.

VI. Administrative Requirements

Administrative Requirements:

The grant program will be awarded and administered in accordance with applicable Federal and program regulations. These include but are not limited to:

7 CFR Part 3015: Uniform Federal Assistance Requirements implementing OMB directives (OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments);

7 CFR Part 3016: Uniform Federal Assistance Requirements for Grants and Cooperative Agreements to State and Local Governments;

7 CFR Part 3017: Government-wide Debarment and Suspension (Non-procurement);

7 CFR Part 3021: Government-wide Requirements for Drug-Free Workplace (Financial Assistance);

7 CFR Part 3018: Restrictions on Lobbying; and

7 CFR Part 3052: (OMB Circular A-133) Audits of States, Local Governments, and Non-Profit Organizations.

7 CFR Part 15: Discrimination; Civil Rights

2 CFR Part 25 – Universal Identifier and Central Contractor Registration

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D & B) Data Universal Numbering System (DUNS) number as a universal identifier for Federal financial assistance applicants, as well as active grant recipients and their direct sub recipients of a sub-grant award. To request a DUNS number visit <http://fedgov.dnb.com/webform>.

The grant recipient must register its DUNS number into the Central Contractor Registration (CCR) as the repository for standard information about applicants and recipients, and the registration must be maintain in the CCR throughout the performance period of the grant award. To register a DUNS number and or maintain a CCR registration visit www.ccr.gov. OMB requires grant recipients DUNS number registered in CCR be current in order to access (usaspending.gov) the federal prime grant recipient reporting website.

FNS may not make an award to an entity until the entity has complied with the requirements described in 2 CFR 25.200 to provide a valid DUNS number and maintain an active CCR registration with current information.

2 CFR Part 170 – Reporting Subaward and Executive Compensation

As required by the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, requirements for recipients’ reporting of information on sub awards and executive total compensation apply to the FY 2011 Method I ART Grants.

Prime Grant recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub award reporting. The prime recipient is required to file a FFATA sub award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than \$25,000. The grants sub award reporting data must be entered into the Federal Sub award Reporting System (FSRS) available at www.fsrs.gov. Specific OMB award terms and conditions will be included in all grant awards.

Funding:

- Funds authorized cannot be used for reviews that are currently carried out using State Administrative Expense (SAE) funds.
- Funds cannot be used for local-level expenses associated with administrative reviews or training activities.
- Funds must be expended in accordance with activities outlined in the template.
- Funding for approved proposals will be provided through the Letter of Credit process in the same manner as other funds. However, SAs will be required to separately track and report these funds via SF-425 Financial Status Report.

Assurances and Disclosures:

- Assurance – Non-Construction Programs, SF 424B;
- Disclosure of Lobbying Activities, SF LLL;
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters (AD-1047);
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified) (AD-1048);
- Certification Regarding Drug-Free Workplace Requirements (AD-1049);

These forms listed above are available at the following websites:

1. www.forms.gov (Standard Forms)
2. AD forms http://www.ocio.usda.gov/forms/ocio_forms.html

Reporting:

All SAs receiving FY 2011 Method I ART Grants are required to submit the following reports in accordance with the deadlines noted:

- a) Semiannual Financial Reports. In FY 2011, FNS transitioned to electronic submission of financial data. Grantees will be required to submit Semiannual SF-425 financial reports and a final SF-425 financial report electronically via the FNS “Food Programs Reporting System” (FPRS). In order to access FPRS, SAs are required to become “e-authenticated”. Further instruction regarding data entry into FPRS, reporting format and dates will be provided to those receiving awards.

- b) Semiannual Progress Reports. The Semiannual Progress Reports must include **(in narrative form)**: 1) a brief description of the planned review activities for the report period; 2) accomplishments for each activity and completion dates; 3) a description of any deviations from the approved plan—this summary should discuss difficulties encountered and solutions developed; and 4) any other unique aspects that would be useful to share including the number and names of SFAs that were reviewed using the grant funds. An **original and one copy** of the Progress Report must be submitted semiannually. Completion dates will be provided to those receiving awards.

VII. Checklist for the Application Package

The application package must include:

The Application for Funding

- Template (Attachment B);
- Standard Form 424, Application for Federal Assistance;
- Standard Form 424(A), Budget Summary;
- Standard Form 424(B), Assurances – Non Construction Programs;
- Standard SF LLL, Anti-Lobbying Restrictions require that an applicant submit the required certification with each new submission of an application for funding;
- The Indirect Cost Rate Agreement (if applicable);
- AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters; and
- AD-1052 Certification Regarding Drug-Free Workplace Requirements.